

**COUNTY OF WARREN
LOCAL LAW NO. 5 OF 2015**

**A LOCAL LAW ESTABLISHING A DEPARTMENT OF HUMAN RESOURCES AND A
DEPARTMENT OF CIVIL SERVICE ADMINISTRATION IN THE COUNTY OF WARREN AND
REPEALING AND REPLACING LOCAL LAW NO. 1 OF 2014**

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York, as follows:

SECTION 1. Title. This Local Law shall be entitled “A Local Law Establishing a Department of Human Resources and a Department of Civil Service Administration in the County of Warren and Repealing and Replacing Local Law No. 1 of 2014”.

SECTION 2. Purpose. The purpose of this Local Law is to repeal and replace Local Law No. 1 of 2014, to discontinue the Department of Human Resources and Civil Service Administration and create a Department of Human Resources and a Department of Civil Service Administration. Local Law No. 1 of 2014 was adopted as Local Law No. 2 of 2014 but was renumbered to Local Law No. 1 of 2014 upon filing with the Secretary of State.

SECTION 3. Personnel Officer Form of Civil Service Administration. Effective January 1, 1973 the office of Personnel Officer in and for the County of Warren was created and established. The term of office of the Personnel Officer is six years unless otherwise required by law. The County of Warren hereby continues to elect that the provisions of the Civil Service Law be administered in the County of Warren under and by a Personnel Officer as provided in paragraph (b) of subdivision one of section fifteen of the Civil Service Law. The Personnel Officer shall be appointed by the Warren County Board of Supervisors.

SECTION 4. Department of Human Resources and Civil Service Administration is Discontinued. The Department of Human Resources and Civil Service Administration as established by Local Law No. 5 of 2012 and as amended by Local Law No. 1 of 2014 is hereby discontinued.

SECTION 5. Establishment of a Department of Human Resources and a Department of Civil Service Administration. There is hereby established a Department of Human Resources and a Department of Civil Service Administration. The two departments shall be separate and distinct departments within Warren County and shall be located in the same suite. The two Departments shall independently administer their defined functions and duties as prescribed herein but shall work collaboratively to promote, administer and provide efficient and effective human resource and personnel services to Warren County, its Departments and employees.

SECTION 6. Department of Civil Service Administration. There shall be a Department of Civil Service Administration under the oversight and direction of the Personnel Officer, who shall be appointed by the Board of Supervisors.

SECTION 7. Powers and Duties of the Personnel Officer. Except as may otherwise be provided for in this Local Law the Personnel Officer shall:

(a) Have all of the powers and perform all of the duties of a municipal civil service commission and Personnel Officer as prescribed by the Civil Service Law, Rules and/or Regulations;

(b) As provided for under law and/or County personnel rule or regulation, perform the following typical work activities for the County of Warren and any other school, municipality, board, authority or organization provided for under the New York Civil Service Law, Rules and/or Regulations:

1. Administration of classification of positions including determination of appropriate titles based on new position duties statement or job classification questionnaire and drafting or amending job descriptions.
2. Enforcement, interpretation and application of New York State Civil Service Law and Warren County Civil Service rules and regulations in the formation of policies and procedures.
3. Oversight of all aspects of the process of Warren County Civil Service Administration.
4. Oversight of the announcing and filling of all Warren County vacancies for classified positions through the administration of a Warren County Vacancy Review Process.

5. Maintenance of all Civil Service records, including a detailed employment history of each employee.
6. Maintaining close working relationships with public agencies in Warren County, and acting as a consultant on Civil Service issues for municipalities as well as Warren County Departments.
7. Certifying payrolls for classified positions in Warren County government and municipal public agencies under the jurisdiction of Warren County at such intervals as are required by applicable law and regulations.
8. Prescribing amendments to Civil Service laws, rules and regulations for Warren County.
9. Reporting annually to the State Civil Service Commission regarding local administration of the Civil Service law, rules and regulations.
10. Preparing resolutions for New York State Civil Service requesting amendments to Warren County Civil Service rules and appendixes (including which titles are competitive, non-competitive, labor class, exempt, etc.).
11. Administering the Civil Service examination process for all civil divisions within Warren County including Warren County, school districts, municipalities and special districts. Administration includes ordering exams, publicizing and sending out notices, entering all applicants into a database, checking qualifications, monitoring (being present for the exams), grading some of the exams (most are graded by the State), data entry of testing results, notification to test takers of results, as well as appropriate county, department heads, school or municipal officials, establishing and maintaining eligible lists and conducting canvasses when necessary.
12. Serving as a Civil Service resource to Warren County officials, school districts, municipalities, special districts, employees and residents in Warren County.

(c) Perform such other and related duties and tasks as may be required by law or the Board of Supervisors and/or the Warren County Administrator.

SECTION 8. Department of Human Resources. There shall be a Department of Human Resources under the oversight and direction of the County Human Resources Director, who shall be appointed by the Board of Supervisors. The County Human Resources Director shall be appointed on the basis of qualifications and experience determined appropriate for the responsibilities of the office as may be, from time to time, amended by the Board of Supervisors by resolution. The County Human Resources Director shall report to the County Administrator and to the Board of Supervisors.

SECTION 9. Powers and Duties of the County Human Resources Director. Except as may otherwise be provided for in this Local Law, the County Human Resources Director shall:

(a) Have the responsibility for managing the core areas of human resource management, labor relations, and health benefits administration. The County Human Resources Director duties shall include program and policy development, and strategic planning and organizational development. The County Human Resources Director shall direct and supervise the Department of Human Resources and assigned staff. The County Human Resources Director shall perform related work as required by the County Board of Supervisors and/or County Administrator including the provision of services for other Warren County local governments if directed by resolution of the Board of Supervisors. The work of the County Human Resources Director shall be performed in accordance with policies formulated by the County Board of Supervisors, union labor contracts, and all applicable federal and state labor laws. Typical work activities include the following:

- (1) Provide new employee orientation programs, as well as exit interviews;
- (2) Serve as a core team member for the development and maintenance of the County's computerized human resources/payroll/financial management/time and attendance computer system;

- (3) Ensure compliance with all applicable laws, such as Human Rights Law, Equal Opportunity, Right to Know, Workplace Violence, etc. and work to implement changes that may be necessary to ensure County compliance;
- (4) Provide technical support and assistance to Department Heads and employees;
- (5) Enforce position control based on approved budgets and Board authorization;
- (6) Initiate discussions of new policies and exploration of benefits that he/she has identified as being of service to County;
- (7) Develop and implements annual employee evaluations;
- (8) Work closely with the Personnel Officer, the Deputy Treasurer and the Payroll Department in the areas of employee benefits;
- (9) Provide advice and guidance to employees regarding problems in the workplace;
- (10) Develop and implement a robust recruitment and hiring program to fill county job vacancies;
- (11) Process background checks as appropriate for job description;
- (12) Standardizing county employment practices (ex: standard work rules, policies, performance evaluations);
- (13) Provide for management and employee continuing training and education programs that promote best human resource practices, compliance with laws and County policy and generally improve efficiency and service;
- (14) Handle/process employee complaints/grievances;
- (15) Handle and maintain employee financial disclosure statements in cooperation with the County Attorney's Office;
- (16) Administer post-employment process, including but not limited to, unemployment claims, reference inquiries, retirement inquiries, post-employment benefits, etc.;
- (17) Generally be the point of known contact for public, departments, employees and new employees regarding personnel/employee questions and concerns;
- (18) Actively represent management's positions, as directed, in mediation, fact-finding and legislative show-cause hearings and in unfair labor practice proceedings;
- (19) Provide technical guidance and/or negotiate outcomes in the resolution of specific and/or controversial personnel issues;
- (20) Analyze precedents and existing employment, wage and salary practices in the area in order to assist management in the development of management's position prior to contract negotiation and generally assist in and/or handle collective bargaining negotiations as determined by the County Administrator;
- (21) Develop and maintain county policy's including reference files including but not limited to existing contracts, existing rules, regulations and personnel practices, PERB and court decisions and information on negotiations, mediation and arbitration;
- (22) Provide advisory service to management on various aspects of labor management practices and procedures including contract administration and conduct disciplinary and/or complaint investigations and works with the County Attorney or those matters which require legal advice and/or services;
- (23) Responsible for oversight of the County's health benefits programs, managing and acting as liaison to the County's health insurance broker and service provider, as well as carrier representatives; and
- (24) Perform other Human Resource projects or related work as directed by the County Board of Supervisors or the County Administrator.

SECTION 10. Cooperation by Department Heads. It shall be the duty of each department head to furnish

the County Human Resources Director and/or Personnel Officer with such information and aid as may be necessary for the performance of their respective duties.

SECTION 11. Impact of this Local Law on other Local Laws - Repeal of Local Law No. 1 of 2014. Insofar as the provisions of this Local Law supercede or are inconsistent with the provisions of any previously enacted Local Law, including Local Law No. 3 of 1971 as originally adopted, and as amended by Local Law No. 5 of 2012, and Local Law No. 1 of 2014, this Local Law No. 5 of 2015 shall be controlling. Local Law No. 1 of 2014 is hereby repealed in entirety. Nothing in this Local Law shall be deemed to modify or expand the appointed term of the Personnel Officer prior to the enactment of this Local Law.

SECTION 12. Severability. In the event that any provision of this Local Law shall be determined by a Court of Law to be illegal and/or unenforceable, this Local Law, to the extent the Courts have determined practical shall continue in full force and effect as if the said illegal or unenforceable provision were not contained a part thereof.

SECTION 13. This Local Law shall take effect immediately upon filing with the Secretary of State.